***Hellgate High School – Principal Advisory Committee***

**Monthly Meeting**

**Monday, May 11, 2015**

**Conference Room**

**Agenda**

***\*items in italics were submitted after the initial agenda was sent out***

Facilitator: Chip Rinehart Note taker: Laura Elliott Time keeper: Chip Rinehart

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| **Topic** | ‡**Notes** |
| **Old Business** |  |
|  | None at this time. |
| **New Business** |  |
| Can you find out more about the MYP position? I was on the MYP committee last year and we decided to wait on a final decision for MYP for a couple of reasons: one, the middle school (Washington) had voted against it and two, we weren’t convinced that it was anything different. Now, I see that there is an MYP coordinator – there was one this year and an opening was announced for the position for next year. What exactly is the MYP coordinator doing? | The Principal asked HR to send her a job description and brought this in addition to the interview questions used in hiring to clarify the MYP coordinators role and why these individuals were chosen.  PAC members explained that this question, while individual names should have been left off, is asking why we have a MYP coordinator, not why this individual is in this position. Staff is not questioning the validity of MYP, but asking why we have a coordinator if it was decided we were not implementing MYP.  The principal clarified that Hellgate is currently in the stages to try to build support for MYP. The position will be cut after next year if we can’t build support in the building. Hellgate can move forward in implementation of MYP without Washington Middle School being on board. The principal has been told we need to move forward with MYP if we are going to do it, because other schools want the program in their buildings.  Currently, this is a district funded position and is not taking FTE from any other discipline. She also stated that those who went to MYP training felt it was a good program for Hellgate. Currently, IB requires 80% support in the building before moving on with the application for a MYP programme. There is a 2019 benchmark for a MYP program to be put in place. |
| Didn’t we decide in PAC that announcements could run for only 3 days?  Financial academy is running longer, per the instruction of an administrator. | It was a different fact each day to promote financial literacy. The announcements were not the same each day. |
| Has there been any discussion about doing detention differently? Each day there are well over 30 kids on the roster and nearly half of those students fail to show up. Additionally, I see the same names on the detention and ISS list week after week. It is obvious that our current detention structure is not working. Those that are breaking the rules are not learning from their mistakes. Detention is not deterring them. Have we considered Saturday detention? I imagine students would view detention on Saturday a little different than during their lunch. Can we have the detention kids do something during their time in detention? Can they perform a job that needs to be done around the school? What I am asking is can we make this an experience (not in a degrading or demeaning way, just not fun) that they do not want to repeat week after week? | Yes, the Assistant Principals are proposing we do something different. Our current method does not match MBI’s positive methodology.  Currently there are 2 ideas:   * To check out ideas from PBIS Meaningful work * Tier two and tier three teams want to do something different with the lunch detention group such as a parent boot camp. They are investigating different options as well. |
| Signing in at PIR days…feels like kindergarten. | This is a HR requirement |
| Are there any plans in the works to conduct focus groups from the Staff My Voice this year? | The individual in charge of facilitating the focus day and another PAC member have met with Heidi Wallace to set up the details of the day. |
| Update on Staff My Voice Survey:  After the initial consultation, I have not heard that a Focus Group Day has been planned, so it appears that this may not be happening. Any feedback from PAC? | The focus group facilitator is waiting for the principal and the principal has been waiting for the focus group facilitator. Now they know one is waiting for the other and they will meet to get this moving forward. |
| Can we please revisit PLCs’ impact on the master schedule. While some (a small percentage) use the period every day, more of us would like to have our classes scheduled at the optimum time for students. Can daily PLCs be an opt-in choice? I would like to opt out and find alternative times to meet. | The principal outlined:   * In the PLC model there are things you’re tight about and time during instructional day is one of those things. 80% of the staff will have common planning time next year. * When determining common planning time, those without multiple preps and teaching core content were focused on. * Participation is another thing that the PLC model says is tight. This year, the principal has been loose on participation. She reports that most are thankful for the time and think it is the best use of their time. She states it has research behind it to prove that it works, individuals here value it and she hopes the belief in PLC time continues to grow. * Data coming from PLCs with common planning time prove that passing rates are consistently higher than those who do not have PLC time. Hopefully, staff members will buy into PLCs more as time goes on as they can see proof of the value in it.   PAC members question the validity of common planning time since not all staff members have it. This sends the message that PLC time isn’t important, since not all can participate for various reasons. Some departments who would like common time can’t have it because it jeopardies their programs. PAC feels that staff hears mixed messages when not all are provided time to participate; some departments even paid to participate in PLC. There should be other options for all.  Principal stated that there is no one solution to fit everyone’s needs: there are too many differences. PLC time needs to be flexible from department to department. There are district PLC days included on the professional development calendar which provide staff additional PLC time. We will try to do better for next year. Most staff use PLC time and have the goal of using the time more effectively next year. The impact this time has on students needs to be looked as having positive results and not just negative. |
| “Principals,    Thank you for working with the PLC coaches to share the proposed draft of the curriculum review model for the future. As we stated from the beginning, we were seeking input on the process. We received it from various individuals, schools and organizations.    Together with the coaches we have identified key areas in need of revision based upon the feedback. I wanted you to know that we are planning on moving forward with the changes and will have some new ideas in the near future.    We will be moving forward with a more familiar process to help get at least a couple areas progressing. More info on this will be coming shortly. I wanted to just provide you with an update.”  Has there been an update? | This is an Email from Principal that was forwarded. We are assuming that this is shared to ask for clarity?  The Principal cleared up that the email was from the Instructional Coaches. They want to make changes to the new curriculum review process based on feedback they received. For the meantime, the current review model will be used and they will not make any changes as of now. Your feedback regarding the revision will be included to any changes made to the process in the future. |
| 1.  Concerns with note taking and note reporting in regards to our distributive leadership:                  a.  The note takers seem to be spending 2 to 3 hours after each meeting flushing out the notes and then sending them onto the admin.  So are they being compensated for this extra work?  They should be.                  b.  What is the protocol for changes being made to the notes once they are sent to admin. from the original note taker.  The fidelity of notes are being called into question as some notes appear that were never stated in the meeting (added by the admin.), others are eliminated so the rest of the staff is unaware of what was discussed or stated, and some content is edited changing the intent of the original speaker.                  c. Would it be possible to have admin.’s edits typed in red and included as side notes instead of changing what actually what was stated?  2.  What happened to the staff being part of determining what is in the best interest of staff’s needs in regards to professional development?  Our three major days of PIR used to be designed around the staff’s needs—staff’s needs was surveyed.  Also, we used to fill out evaluation about our PIR experiences to provide feedback to staff  and admin.   There has not been any evaluations this year.  Is providing feedback not a practice we value? | 1.  a) No, they are not being compensated. Principal didn’t know they were taking that long.  b) Department chair notes are the only notes sent to the principal beforehand. She does alter dates and information that was transcribed incorrectly in the meeting. Sometimes it happens that the note taker takes incorrect information. It is a tough job.  PAC addresses that often staff wants to correct information from notes in a meeting like PAC. However the notes transcribe what was presented and discussed in the meeting, and not what was sent to the note taker or facilitator after the fact.  c) Any corrections made to department chair notes will be made in red.  2.  Principal states:  When you register on the WM-CSPD website for a course, you have to complete the evaluation online to receive credit.  Hellgate’s PIR days match Hellgate building goals.  Hellgate University days are determined by the survey staff completes and these courses are designed for what staff wants.  Building goals are set by department chairs and the Principal. They work together in planning how to work toward meeting the goals they set. When determining goals for next year, they will use feedback from the Great Falls data. |
| Last year when PAC went through the early out schedule, we tried to mix all staff meetings with department meetings, this way we are not in one room for hour and a half. It seems at least during second semester department meetings have been passed over to make hour and half full staff meetings. | The Thursday Professional calendar for this year was presented to and approved by PAC. To create the calendar, the Principal plugged in required dates and then gave the calendar to committees to add dates they needed to present. PAC hasn’t changed original draft other than to shorten a few meetings. However, after our last department meeting, we did not have much time to meet as departments. The Principal stated this was due to the Technology presentation and Scheduling Team taking longer than they had planned.  PAC stressed that information is not distributed when departments can’t meet.  Last year whole staff meetings were cut in half by PAC to provide departments more time for distributive leadership.  The Principal stressed that spring is a difficult time, but we tried to plan for at least one department meeting each month. If we go back to full hour department meetings, teams won’t have any time allotted to present to staff. She is also willing to change things if they are not working.  PAC feels this schedule works, but when we split time, we need to allow a minimum of 30 minutes for department meetings. |
| More this year than any other, I have had teachers send students to my classes with a note excusing them so they could finish a test or take care of a class. Can we send a message to teachers that excusing a student from another teacher’s class is not appropriate. It gives the student the impression that time in one class is more important than time in another. | As per the last time this item was brought to the PAC table in the fall, students can be held back for a maximum of 5 minutes. Staff should not keep students from attending another class to finish a test or activity. |
| I’m concerned about the apparent and persistent lack of consistency in giving finals.  It was agreed and voted upon by the faculty that a comprehensive final will be given and that the two-hour final blocks will be used for some kind of comprehensive assessment, be it paper exam, graded presentation, graded discussion, etc.  I could be wrong, but I consistently hear that some teachers still offer kids the opportunity to opt out of a final, show a movie, don’t have a comprehensive exam, and/or don’t have any evaluation at all during the final block.  This is counter to what was agreed and counter to the purpose of a finals week.  I’d be curious to know how many teachers this involves, but from my casual discussions with students is *seems* like a substantial number.  If this is the case, it gives me no credibility and makes us look rather foolish as a staff when I state the required criteria of finals to kids and they know otherwise.  It also makes me wonder why I should bother grading papers the last days of school when it seems many other teachers continue to opt themselves out!  I therefore think it’s time for more than a reminder email or a reevaluation of the criteria or the schedule.  I’d hate to lose finals week, but it’s frustrating to have the inconsistency.  Perhaps a personal approach and appeal to departments by Lisa would be sufficient.  There could also be a brief, follow-up conversation with departments about how finals were administered. | The Principal doesn’t know of anyone not giving a final. She will handle any cases as she hears of them.  This item is on the next High School Principal meeting agenda. Principals will send letters home to students outlining finals and the common High School finals schedule. All MCPS high schools are expected to give a final. Collaborative teams sometimes even give the same final.  Principal will remind staff of finals protocol, as well as a reminder about the end of the year field trip policy in the Principal’s Pen. |
| We had an odd experience yesterday when we met students for study groups.  Three of the doors on Gerald Avenue side were open. Two were ajar and one unlocked and requiring a special tool to lock.   We tried to Email and call administrators and custodians including Joe Potter.  Some were not available and others had phones listed “no longer in service.”   After 90 minutes of trying, Lynn Farmer picked up her phone and soon sent Bill to lock up.  However,  would it be possible to have **one emergency number** to call in similar cases?  This is my second experience with unlocked doors.  On another occasion alarms were going off in the cafeteria---failing refrigeration.  On another, a dog was wandering the halls.  On another kids racing through the building throwing littler about and banging on doors.    It would be nice if everyone had a number they could call….perhaps the Sub Service could relay information. | The District employs security personnel for the weekends and holidays. The principal will distribute this individual’s number to staff in the Principal’s pen. |
| *While PAC is set up to be a safe place to voice concerns with the principal, we need to be careful about how we voice our concerns. Sometimes there is a tone to an agenda item that could be interpreted as offensive or rude. While anonymity is kept, many people read the agenda items. Try to use good judgment and step back from the emotions of the moment.* | PAC asks staff to use professionalism when penning concerns to PAC. Do not use individuals’ names on your agenda items.  Principal: Since the PAC facilitator position has become full time, the tone of emails has improved since this individual took over. |
| The Districtwide celebration committee required that we implement two celebrations honoring students per year. | One was in March; we need to schedule the second assembly.  The Administration team chose two dates for the assemblies: Wednesday, May 27 is the only possibility between the two dates because of conflict with the senior schedule on the 29th.  A possible name for this assembly was asked to be approved. PAC approved the name of the AAA assembly (Academic, Athletic, Activities assembly).  Dates for these assemblies will be tried to be set earlier next year.  PAC suggested that perhaps in place of an assembly, we have a MBI schedule and honor these students with a video. |
| Senior take over day: what actions are going to be implemented to keep it safe? | Protocol for how Senior take over day will be addressed during tomorrow’s administration meeting. Please be assured students will be encouraged to be safe, responsible and respectful. |